

**BUILDING CODE ENFORCEMENT OFFICIAL CERTIFICATION  
CHECK – OFF LIST FOR CERTIFICATION  
(780 CMR R7)**

NAME: \_\_\_\_\_  
PLEASE PRINT      LAST NAME      FIRST NAME      M.I.

MUNICIPALITY: \_\_\_\_\_ POSIITON: \_\_\_\_\_

Date Completed:

\_\_\_\_\_ Immediately upon appointment, the appointing authority shall report the conditional appointment to the BBRS in accordance with 780 CMR R7.1.7.2. Submit completed New Employee Report Form to the BBRS along with a copy of most current resume.

\_\_\_\_\_ Qualifications accepted by Certification Committee; in accordance with R72.4.3 & 2.5.4 approval to take required exams sent to new employee.

\_\_\_\_\_ Within the first six months of employment the conditional appointee shall make application to take the examination(s) required for the appropriate category of certification as identified in 780 CMR R7.2.0 by **DATE**

<i>Scheduled Exam Date(s)</i>	_____	passed	failed	_____	passed	failed
	_____	passed	failed	_____	passed	failed
	_____	passed	failed	_____	passed	failed
	_____	passed	failed	_____	passed	failed
	_____	passed	failed	_____	passed	failed

\_\_\_\_\_ Within one year following the first six months of employment the conditional appointee shall attain a passing score on all of the examinations required for the category of certification of the conditional appointment by **DATE**.

\_\_\_\_\_ In accordance with 780 CMR R7.1.7.6, a conditional appointee may petition the Building Official Certification Committee in writing for an extension of time to comply with the examination schedule of 780 CMR R7. Upon establishment of cause, the Building Official Certification Committee may grant such extensions of time as it may consider appropriate

\_\_\_\_\_ Application for Certification as a Building Code Enforcement Official to be completed and submitted to the BBRS after successfully completing the steps necessary to attain the level of certification desired.

*This form is kept on file at the Board of Building Regulations and Standards.*

*Please forward ALL exam results, applications and extension requests to: the BBRS attention Kim Spencer,  
P.O. Box 1063, Westborough, MA 01581.*